USER MANUAL FOR SELFIE 3.7.0
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1. INTRODUCTION

SELFIE enables the brokers worldwide to automate order routing and management. SELFIE is a complete online trading solution for stock brokers, which incorporates a full-fledged order Management system with a built in multi-level risk management module, and a powerful real time streaming market data system. SELFIE can be configured to operate on multiple venues dealing multiple assets, simultaneously, which in turn make brokers day-today operations hassle free.

SELFIE provides various interfaces through which orders of multiple instrument types can be captured electronically. SELFIE allows you to define the execution destinations and automatically route orders to them based on routing rule. The system automates trade workflows from the moment on which the orders are generated and until executions are received and trades are generated.

The SELFIE Integrated system can be used to trade on National Stock Exchange (NSE), Bombay Stock Exchange (BSE), NMCE, NCDEX, MCX and Derivatives Exchange for the equities, derivatives, commodities segment.

2. KEY FEATURES

SELFIE automates order capture, order validation, and order/execution processing, such that a trade goes through its entire life cycle without manual handling or redundant processing. The key features of SELFIE include the following:

- Order Routing And Execution
- Multiple Exchanges
- Multiple Protocols
- Multiple Segments
- Conditional Alerts and Market Watches
- High Security
- Multiple Channel Access
- Scalability And Performance
- Risk Management
- Facility to place One Touch Order
- Direct Market Access facility
- Equity SIP
- Dynamic Market Watch
- Spread Orders
- Illiquid Contract identification.
- Bank Gateway Integration.
- Mails Facility in RMS for margin violation clients.
- Auto approving RM/SH Credit requests.
- MFSS
- Credit request approval for RM Assistants.

3. SECURE LOGIN

The login page is your default landing page. It is through this gateway that you can log in to your SELFIE application.
Login is classified into two categories.
- SELFIE Login
  - Primary Login
  - Secured Secondary Login
- Email Login

### 3.1 Login with SELFIE ID

A SELFIE user may enter his/her user code, confidential password and then click the Sign In button to login. If any user has set his/her secondary login to active status, the user will be navigated to the secondary login screen. Here, the user will have to enter his secondary password in order to authenticate him.
On the secondary login screen, a user may select his secondary login preference, enter the secondary password and click on Log In button. After the successful authentication, the user will be redirected to the SELFIE home page. In order to return to previous screen, click the (X) button, next to the Log In.

![Figure 3: Home Page on successful login](image)

### 3.2 LOGIN WITH EMAIL ID

An email user may select the email radio selection on the top. Enter the registered email and password and click the Sign In button. The user will be redirected to the SELFIE Dashboard home page. If you do not have a SELFIE Email account, you can click on the Free Signup with Email link and register yourself.

If you are a registered email user and if you have forgotten your old password for your account, you may click the ‘Forgot password’ link and get a new password mailed to your email.

![Figure 4(a): Login with Email](image)  ![Figure 4(b): Forgot Password for Email](image)
An email user may select the email radio selection on the top, enter the registered email and password and click the ‘Sign In’ button. The user will be redirected to the SELFIE Dashboard home page.

3.3 LINKS ON LOGIN SCREEN

The login page has many links, for easy navigation. Some important links are:

- Free Sign Up with Email
  - A 'New to SELFIE’ user can create an account and get to know the online trading experience.
- Open A TRADE Account
  - If you like us, you can leave your contact details and our representative will contact you.
- Forgot Password, PIN and TIN
  - If you have forgotten your credential, follow the instructions here to restore your account.
- Features
  - SELFIE provides a variety of new features and services for the user to experience.
- About SELFIE
  - SELFIE is an all new, enhanced and trendy online investment platform. Click here to know more.
- Demo
- Contact Us
- And many more for you to explore.

3.4 FREE SIGNUP WITH E-MAIL

On clicking the link ‘Free signup with E-mail’ the user will be navigated to registration form section embedded in login page.
A new to SELFIE user can create a free account using the free registration form available on the website. The user may click the ‘Free signup with E-mail’ link and fill in the form. Upon registering the user will receive an email confirmation message. The user needs to click the link provided in the email in order to complete the registration. Once after completing the registration the user may login using the new email and password.

3.5 OPEN A TRADING ACCOUNT

On clicking link ‘Open a Trading account’ the user will get redirected to registration page embedded on Geojit’s official website.

Here, the user may leave his contact details and an executive from Geojit Financial Services Ltd will get in touch with the user very soon.
3.6 FORGOT PASSWORD

A SELFIE user can click on the ‘Forgot Password’ link on the login screen to reset his password.

![Figure 8(a): Forgot Password (SELFIE)](image1)

![Figure 8(b): Forgot Password (Email)](image2)

However, an email user may change the radio selection to Email on the top and then click on the ‘Forgot Password’ link to reset the password. The user may enter the registered email and provide the security answer and click Submit button. The user will receive a new auto-generated password, mailed to the registered email.

3.7 FORGOT PIN

A SELFIE user can click on the ‘Forgot PIN’ link on the login screen to reset his PIN.

![Figure 9: Forgot PIN](image3)
3.8 FORGOT TIN

A SELFIE user can click on the 'Forgot TIN' link on the login screen to reset his TIN.

![Forgot TIN](image)

Figure 10: Forgot TIN

3.9 FEATURES

The new SELFIE online investment platform assures you to provide a wide variety of features, products and services. Prettier yet not compromising the swiftness and security, ease of use and navigation, multi device - multi platform support, enhanced buying power and intra-day trading, alerts and recommendations from experts are only a few to name.

SELFIE (SELFIE) also guarantees best trading experience and customer support.

3.10 ABOUT SELFIE

![About SELFIE](image)

Figure 11: About SELFIE
Also on clicking ‘About SELFIE’ will lead to section in login page describing some idea about SELFIE X platform.

### 3.11 DEMO

Also on clicking ‘Demo’ link will lead to section in login page which include a video showing demo of the SELFIE XL platform.

When it comes to wise investments, it helps to be with the Experts

![Figure 12: Demo](image)

### 3.12 CONTACT US

SELFIE assistance is only a click away. Write to us about your queries and our experts will be glad to assist you. You may make use of the ‘Reach Us’ form, by clicking the Reach Us link on the top of the login screen. Alternatively, you may also walk up to one of our offices or branches.

We are also interested in your feedback and experiences about SELFIE. Your feedback are important and they help us in improving and providing you better services.

![Figure 13: Contact us](image)
3.13 **ESSENTIAL INFORMATION**

This will show essential information known by the user in login area.

Figure 14: Essential Information

3.14 **MESSAGE BOARD**

This will show message board known by the user in login area.

Figure 15: Message Board

3.15 **INSTANT SUPPORT**

This will show contact information in urgent.
3.16 FAQ
This will show frequently asked questions by the SELFIE platform users

3.17 PASSWORD POLICY
This will show password policy followed users
3.18 **DOS AND DON’TS**

This will show DOS AND DON’TS during trading.

**Dos and Don’ts of Trading**

- **Dos**
  - Keep a regular check of your Trading and Depository account.
  - Scrutinize each transaction in your account and ensure that each is carried out as per your instructions only.
  - Familiarize yourself with the Risk Disclosure Document (RDD) before commencement of trade.
  - Call on the landline numbers of your local branch and give clear and unambiguous instructions while placing orders over the phone. In case you visit the branch office, kindly give your orders in writing.
  - Maintain secrecy of your password in case of Internet Trading, since you are solely responsible for all transactions effected from its usage. The
3.19 SECURITY INFORMATION

This will show information for preventing malfunction by unauthorized person

![Security Information](image)

Free Signup with Email | Open a Trading Account
SELFIE Gold | SELFIE Lite

Essential Info | News | Message Board | Instant Support | FAQ | Dos and Don'ts Trading
Security Info | Password Policy | Privacy Policy | Investor Grievances | System Requirements

Figure 20: Security Information

4. WORKSPACES AND WIDGETS

This describes how a user can create new work spaces, delete workspaces, add new widgets, remove and resize widgets.

4.1 HEAD AREA

Head area is pictured as below. It mainly contains button for opening left pane, logout, buy or sell, today’s orders, fund transfer and alerts. And it also contains indices and time.

The stock exchange index is a relative measure of the performance of all or a number of stocks that are traded on a stock exchange. The index value is shown by the change in Font color. When the index value increases the Font color of the index changes to GREEN and when the index value decreases, changes to RED.

![Head Area](image)

Figure 21: Head Area

4.2 WORKSPACE AREA

The user can create up to 5 workspaces. A workspace is a collection of widgets. A user is allowed to add a maximum of 6 widgets per workspace.

The workspaces can be added/deleted/renamed
The widgets in the workspaces can be repositioned, resized. Also the list of fields in some widgets are configurable. The user can select the list of columns to be displayed in that respective widget. Typical functions like reordering the columns is also possible.

As shown in the picture below, Workspace area contains maximum of 6 place holders. Place holder helps to create widget by clicking on plus button and selecting widget type.

![Workspace Area](image)

**Figure 22: Workspace Area**

### 4.3 FOOTER AREA

Footer Bar displays license information of this site.

![Footer Area](image)

**Figure 23: Footer Area**

### 4.4 CREATE WORKSPACE

User can add new workspaces using plus symbol following workspace tab(s). The option offers personalization of your trading experience by enabling you to add watches and charts, all populated by real time streaming market data to a workspace. There are also predefined workspaces like a professional workspace, which shows a market watch, chart, Indices and exchange announcements in multiple windows. Multiple workspaces populated by multiple
windows can be created. Workspaces can be saved and they facilitate familiarity for easy access to data for a quicker response time to market.

Creation of Index workspace

![Figure 24: New Workspace](image)

4.5 SAVE WORKSPACE

When clicking on save workspace, all the widgets and workspace structure will saved and user can use same workspace structure in next login.

4.6 DELETE WORKSPACE

User have an option to delete workspace by clicking ‘X’ mark on specified tab of workspace

![Figure 25: Delete Workspace](image)
- For deletion of a particular workspace select the "delete workspace" icon
- By selecting the delete icon a message box will get displayed as follows.

![Message Box](image)

**Figure 26: Delete Confirmation**

## 5. WIDGETS

### 5.1 ADDING WIDGET

For adding new widget to workspace please click on ‘+’ sign provided in workspace. This will show menu containing type of widgets have to be added. Please click on desired type of widget.

![Adding Widget](image)

**Figure 27: Adding Widget**

### 5.2 REMOVING WIDGET

For removing desired widget please click on icon ![Remove](image). This will show menu, then select 'Remove'.

![Removing Widget](image)

**Figure 28: Removing Widget**
When clicking on remove this message will be shown.

When clicking on ‘Yes’ the widget will removed and workspace saved. If clicking on ‘No’ Widget remains in same place holder.

5.2 RESIZING WIDGET

For resizing desired widget please click on icon [ ]. This will show menu, then select ‘Resize’ and choose desired dimension.

There are 10 different types widgets Watch list, Index, Buying power, Asset Allocation, Option chain, Top Rankings, 52Week High low, Portfolio, News and Recommendations and Research videos.

5.3 WATCHLIST

For adding watch list widget please click on [ ] sign located in place holder and then select watch list. This will open ‘Create watch list’ window on right pane and then choose desired type watch list from the options like CM, FO, MF, Holdings and Indices and then click on ‘Create watch list’ button. This will add widget to place holder. Watch list widget contains links such as ‘Heatmap’ and ‘Add symbol’. Clicking on ‘heatmap’ will show view of watchlist. ‘Add symbol’ link option provides a way to add additional symbols to watchlist. This widget also provides option to customize ‘watchlist’ grid by giving field chooser.

Figure 29: WatchList
Add Symbol

Add symbol option is given for adding symbols to watchlist.

Figure 30: Add Symbol

Heat map View

Heat map is a pictorial view of the watchlist.

Figure 31: Heat map view

Context menu in watch

Context menu with different features is available in watchlist. It provides option for Buy, Sell, MBP, Cross MBP, Set Alert, News, FO Analytics of the corresponding scrip.
5.4 **INDEX WATCH**

User could view the details of index by selecting widget from widget menu. User can select exchange from the list given.

- User can select the exchange from the list.
- For adding index names, select the required Index name from list, then index details will get displayed.

User can also view index in full view by clicking full view link provided in INDEX widget.

5.5 **BUYING POWER**

User could view the buying power details selecting ‘BUYING POWER’ widget from widget menu. ‘BUYING POWER’ widget also contains links for refreshing buying power list and viewing in full window.
5.6 NOTIONAL EXPOSURE

Asset allocation widget shows distribution of assets through pie chart. User can add Asset Allocation widget by selecting ‘NOTIONAL EXPOSURE’ from widget menu.

5.7 FO CHAINS

User can add ‘OPTION CHAIN’ widget to place holder by selecting ‘OPTION CHAIN’ widget from widget menu.
5.8 **TOP RANKINGS**

Top Ranking provides user with details like trading day Gainers, Losers, Most Active, Most Active (by traded value) and Most Active (by traded quantity).

**Steps to be followed**

- Select the option Top Ranking from the widget menu
- Select ‘EQUITY’ or ‘FO’
- Select desired exchange
- Select desired ‘STOCK’ options (In some case of FO)

**FIFTY TWO WEEK HIGH LOW**

User can select the dynamic market watch from the widget menu. Currently 2 types of views are available

- 52 Weeks High.
- 52 Weeks Low.
5.9 PORTFOLIO

User can view the portfolio details by selecting it from widget menu. A Portfolio window will get displayed in which the particular clients Portfolio details will be listed. By checking desired check boxes, user can view ‘CASH’, ‘INTRADAY’, ‘BTST’ and ‘MTF’.

5.10 NEWS AND RECOMMENDATIONS

User can add ‘NEWS AND RECOMMENDATIONS’ widget by selecting it from widget menu.
5.11 VIRTUAL PORTFOLIO

The Virtual Portfolio widget is another attractive feature provided to non-traders who can have a virtual experience of buying and selling shares and adding to their Portfolio. They will be presented with Mark-to-Market and hence a real experience of managing their P&L.

6. LEFT MENU

On clicking button provided left most in the head area section will open left pane menu
6.1 ACCOUNTS

Clicking on ACCOUNTS left pane will open a sub menu which contains ACCOUNT SUMMARY, TODAY’S ORDERS, TODAY’S TRADES and CHANGE PASSWORD options.

ACCOUNT SUMMARY

Clicking on account summary will open new workspace which contains Cash position, Credit and Debit, Asset allocation graph, Portfolio and Today’s trade details.
TODAY’S ORDERS
Today’s order will show orders done today. It opens as right pane window.

TODAY’S TRADES
Today’s trades will show trades for today. It opens as right pane window.
6.2 MARKET INTELLIGENCE
Market Intelligence enables the user to analyze the market history.
CORPORATE ACTIVITY

Corporate option enables the user to get details about the Corporate Actions, Corporate Announcements and Corporate Board Meeting details.

HISTORIC VIEW

Historic view integrate following sections:

- FII Trading Details: details about FII trading
- FII Trade Graph: Detailed graphical representation of FII trading
- Advances Declines: include details about how many firms in market is up and how many are down in market.
- Advances Declines Graph: Detailed graphical representation of Advances Declines
- Bulk Deals: This are transactions that involve the transfer of more than a fixed percentage of the number of shares of a company listed in the stock exchange. The window will show the Bulk Deal of last trade day (T-1 day).
  1. By default it will show last trade day details.
  2. Select desired exchange.Select scrip if required.
  3. Select from and to date in the corresponding fields
4. Click on view button to populate data in down grid.

- **Block Deal:** A trade with a minimum quantity (predefined number of shares) or minimum value (predefined Rate) executed in a single transaction through a separate window of stock exchange constitutes a block deal. This window will show the Bulk Deal of last trade day (T-1 day).
  1. By default it will show last trade day details.
  2. Select desired exchange. Select scrip if required.
  3. Select from and to date, click on view to populate data in down grid.

- **Index:** Index enables the user to view the exchange wise index details of last trade day (T-1 day by default).
  1. By default it will show last trade day details
  2. Select desired exchange.
  3. Select date, click on view to populate data in down grid.

![Figure 50: Historic View](image)

**HOLIDAY CALENDAR**

List of holidays based on exchange will be displayed in Holiday calendar.

![Figure 51: Holiday Calendar](image)
EVENTS CALENDAR

Events calendar shows the events conducted by the exchanges on the year

Figure 52: Events calendar

6.3 CHARTS

Chart provides graphical representation of the market watch, enabling user to trade

Figure 53: Charts
There are additional facilities to trade from Charts, view Portfolio, save Watchlists, graphical comparison of symbols and lot more market study facility.

6.4 NEWS
This section provides news about various arias relates exchanges and trading
6.5 RESEARCH REPORTS
This section contains two sections TECHNICAL CALLS and FUNDAMENTAL CALLS

TECHNICAL CALLS
This section provides 7 day period technical calls. This section also enable user to filtered view of technical calls based on Call type, Analyst, Segment, Symbol and BUY/Sell. Also links for Market radar, Technical analysis, Nifty and FX Monitor reports are embedded here.

Figure 55: Technical calls

FUNDAMENTAL CALLS
This section provides Equity related and Mutual Fund related fundamental calls.
6.6 TOOLS
Tools menu contains tools such as MARGIN CALCULATOR, OPTION CALCULATOR, ALERTS and MESSAGES

MARGIN CALCULATOR
This tool is used to calculate margins
OPTION CALCULATOR
Option calculator enables the user to calculate the value of put and call options (The Black-Scholes Option Pricing Model), implied volatility & option Greeks (delta, Vega, gamma, theta).

ALERTS
Alert pane shows when clicking on bell icon in home page. The count shows the triggered alerts and recommendations. The option for setting alerts is also provided on right hand side.
Clients are also given provision for setting alerts. Alerts are to be based on fields: LT Price, BB Price, BS Price, 52WHPrice, 52WLPrice; Condition: Greater Than, Less Than, Greater than or equal to, Less than or equal to; set the value and date and then save the settings.

1. Select alert settings by clicking Alert pane and also from different context menus in different Widgets.
2. Select the condition and enter the value.
3. Click on save button to save the alert settings.
MESSAGES

This section shows messages of current session order related, research, RMS, and general messages.

![Figure 62: Messages](image)

6.7 CUSTOMER CARE

This section provides Customer care support.

![Figure 63: Customer care](image)
6.8 INVESTMENT ADVISORY
This section provides contains 3 sections. They are FINANCIAL PLANNING, INVESTMENT TOOL and ESTATE PLANNING.

Figure 64: Investment Advisory

FINANCIAL PLANNING
INVESTMENT TOOL
ESTATE PLANNING

6.9 SETTINGS
This section contains section for saving workspace.

Figure 65: Settings

SAVE WORKSPACE
When clicking on save workspace, all the widgets and workspace structure will saved and user can use same workspace structure in next login.

7. ORDER WINDOWS
With SELFIE XL the buy and sell windows are only a click away. The user can click on the buy and sell button right from their home page and place their orders. Buy/Sell options
are also available from all relevant places like Watch lists, BSP, BBP, MBP, Charts, News, Recommendations, Alerts and so on.

**BUY**

The BUY Order window can be open by clicking the buy button to the top right corner of the home page.

**SELL**

The SELL Order window can be open by clicking the sell button to the top right corner of the home page.

![BUY/SELL Order window](image)

Figure 66: BUY/SELL Order window

**ORDER PLACING**

Once after the user places the order, an alert is displayed. A pop up message turns up at the bottom right corner of the screen, verifying the result of the order placed. Order related status messages also pop up
8. OTHERFEATURES

8.1 Market by Price-MBP

The market by price feature displays the order book by price showing the best bids and offers of available instruments in real time. The order books shows the disclosed buy and sell order along with quantity in the market. This helps the trader to place orders accordingly by gauging the available price, demand and supply of the instruments.

The user needs to click on the MBP icon from the security view to navigate to the MBP view of the symbol. Here the user also has an option to see the Cross MBP by clicking on the Cross MBP tab.
Cross MBP Exchange

Through the option cross exchange MBP, user can view the MBP details of a particular scrip in multiple exchanges.

Specify the Symbol Name in both NSE & BSE.

![Figure 69: Cross MBP](image)

### 8.2 SYMBOL VIEW

Clicking on any symbol (equity) in the watchlist will open the “security view” of the respective symbol in a separate pane. The security view has the following components:

- Quote details
- Chart
- News and Recommendations
- Order entry
- F&O chain
- Market By Price
- Alerts
- Company details
CURRENCY VIEW

Clicking on any symbol (currency) in the watchlist will open the “currency view” of the respective symbol in a separate pane.
8.3 CHARTS

The user can get the chart of any symbol

- From the Symbol View chart, on clicking on the Full view
- From the SELFIE X main menu: Charts options
- From the symbol context menu (Symbols in watch list)

The symbol charts open as a new workspace. The user can open multiple charts (in as many workspaces)

![Chart Image]

Figure 72: Chart

8.4 NEWS

The News view provides the user with all market news for a give symbol. The user can search the by symbol to get to the news content.

This view is accessed via

- The Application main menu (left menu) -> New
- The same can also be accessed via the context menu next to any symbol in a watchlist
- The news link on the Security View

GLOSSARY

The following are the abbreviations used in SELFIE XL application:

<table>
<thead>
<tr>
<th>Abbreviations</th>
<th>Expansions</th>
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<tbody>
<tr>
<td>Exg</td>
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<td>Option Type</td>
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</tr>
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<td>Last Traded Time</td>
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<td>Average Price</td>
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<td>Total Buy Qty</td>
</tr>
<tr>
<td>TSQty</td>
<td>Total Sell Qty</td>
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<td>Foreign Institutional Investor</td>
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<td>52 Week Low</td>
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<td>Day Low</td>
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<td>Pending Buy Quantity</td>
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<td>Pend S Qty</td>
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<td>Description</td>
</tr>
<tr>
<td>% Change</td>
<td>percentage of change in market price</td>
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